

# TECHNICAL STANDARD OPERATING PROCEDURE

Date: July 15, 1999SOP No. MK-VBI70-01Title: **Property Access**

## APPROVALS:

Morrison Knudsen Corporation

Author: *Maia Vabnt*Date: July 15, 1999

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SOP VBI70-01  
SUPERFUND BRANCH

**SYNOPSIS:** Provides procedures and guidelines regarding requesting consent for property access, conditions that limit access, and proper conduct when working on private property.

Received by QA Unit

## REVIEWS:

### TEAM MEMBER

### SIGNATURE/TITLE

### DATE

EPA Region 8

*Pamela L. ...* / RPM7/24/99

Morrison Knudsen Corp.

*Ellen J. ...* / QA Coordinator7/16/99

REV.	DATE	REVISION DESCRIPTION



# TECHNICAL STANDARD OPERATING PROCEDURE

## PROPERTY ACCESS

### 1.0 PURPOSE

The purpose of this SOP is to provide procedures and guidelines to the Morrison Knudsen (MK) personnel assigned to the VB/I-70 project and their subcontractors regarding requesting consent for property access, conditions that limit access, and proper conduct when working on private property.

### 2.0 SCOPE

This procedure covers activities associated with outdoor and indoor sampling activities on private properties targeted for sampling under this project.

### 3.0 RESPONSIBILITIES

All **Field Personnel** are responsible for implementing this procedure as specified, recording communications with property owners, ensuring personal safety, and notifying the Field Supervisor of any problems or concerns.

The **Field Supervisor** is responsible for training field personnel to this procedure, emphasizing the need for safe and professional conduct of all field personnel, reviewing communication records, and notifying the Site Manager of any problems or concerns. The Field Supervisor will also provide information to field personnel identifying properties for which access has been received and those for which access is to be requested.

The **Site Manager** is responsible for ensuring that proper resources are provided for training to this procedure and maintenance of safe working conditions, and requesting support from EPA in responding to access problems or concerns.

### 4.0 REQUIREMENTS

#### 4.1 General

Only those properties for which written consent for property access has been provided by the owner will be sampled. To the extent possible, written consent for access will be obtained in advance of the sampling program. Field personnel will attempt to gain



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written consent for access for additional properties in the course of the sample program. Field personnel will work in crews of at least two at all times.

### **4.2 Conditions Limiting Access**

Providing a safe working environment is MK's highest priority. The field personnel must be cognizant of all conditions existing at an individual property, and are required to immediately leave the property if there are any safety concerns, including any of the following conditions:

1. Dog or other potentially dangerous animal is unrestrained or inadequately restrained
2. Resident or owner requests that personnel leave
3. Resident, owner or other individual verbally threatens or harasses any personnel
4. Resident or owner requires samples be collected in a location or manner contrary to the approved procedure
5. Signs of any criminal activity are observed
6. "Keep Out" or equivalent sign is posted and written access has not been received
7. Gates of any height are locked
8. Potential physical, biological or chemical hazards exist

### **4.3 Request for Property Access**

4.3.1 Field personnel will request access from selected properties as directed by the Field Supervisor.

4.3.2 Personnel will possess proper identification and the following information in English and Spanish:

- EPA Notice regarding Phase III sampling
- Cover letter sent to property owners
- Access agreement
- Letter from community representatives

4.3.2 Personnel will knock or ring the door bell at the front door of the home, provided that none of the Conditions Limiting Access listed above exist.

4.3.3 If the resident does not answer, an EPA-approved bilingual notice will be left at the door.



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- 4.3.4 If the resident answers determine if they or anyone at home speaks English. If the resident only speaks Spanish and a Spanish-speaking worker is not present, communicate that someone will return to speak with them.
- 4.3.5 Personnel should ask to speak to a parent if a minor answers the door, and should communicate the following:
- Name and affiliation
  - Purpose of visit
  - Inquire as to whether the adult resident is the owner
    - If no, ask whether they would like written information to forward to the owner
    - If yes, explain that sampling is ongoing in their area, provide the written information, provide an opportunity to sign and submit the access agreement at that time, and ask owner how long they have owned the property
  - Answer any commonly asked questions and if needed explain that other questions will be forwarded to EPA and that someone will contact them with a response
- 4.3.6 If the resident represents himself/herself as the property owner and signs the access agreement, the field personnel will proceed to collect samples.
- 4.3.7 Personnel will record the following information for each property in a field logbook:
- Date and time
  - Property address
  - Whether adult resident was home
  - Whether agreement was signed
  - Summary of communications
  - Inquiries, complaints and items requiring EPA response
- 4.4 Personnel Conduct**
- 4.4.1 Field personnel will take all available measures to prevent damage to private property, to restore the property to its previous condition, and to be respectful of residents. All trash,



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equipment and materials used by field personnel will be removed from the property upon completion of sampling.

4.4.2 The following activities are not permitted on residential properties:

- Unauthorized parking
- Loitering or spending break time
- Smoking
- Offensive language or behavior
- Trespassing over locked gates
- Unauthorized entry to home or exterior structures
- Disturbing any area or vegetation except as required by the sampling procedures

### **5.0 ATTACHMENT**

Property Access Cover Letter, Agreement, and Letter from Community Representatives



**TECHNICAL STANDARD OPERATING PROCEDURE  
PROPERTY ACCESS**

**ATTACHMENT**

**PROPERTY ACCESS COVER LETTER, AGREEMENT AND LETTER FROM  
COMMUNITY REPRESENTATIVES**





**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 8  
999 18th STREET - SUITE 500  
DENVER, CO 80202-2466**

Ref: 8EPR-SR

June 11, 1999

Dear Property Owner/Resident:

The Environmental Protection Agency (EPA) is investigating the soils in the Swansea, Elyria, Cole, Clayton, and Globeville neighborhoods of Denver. You may be aware that in the spring and summer of 1998, we conducted a study in these neighborhoods by collecting soil samples from over 1300 residential yards. Soil was tested for arsenic and lead content. The majority of yards sampled have low levels, but some had levels high enough to warrant replacement of the soil in the yard.

This summer, EPA will be collecting and testing soil from residential yards that were not tested last year. Our study boundaries are 56th Avenue to the north, Martin Luther King Boulevard on the south, the South Platte River on the west, and Colorado Boulevard on the east. We will also include a small area in Globeville that is west of I-25 (to Fox Street) and south of I-70. We'd like to sample every residential yard in the study area. This information will be important for EPA's use in looking at patterns of lead and arsenic levels and for predicting potential health risks associated with contact with soil. We also think this is important information for every homeowner to have to ensure protection of your health and that of your family.

EPA requests your written permission to conduct this work on your property. Your name and signature will not be publicly available. Soil collection and testing is free. If you are willing to volunteer to have your soil sampled and tested, please follow these steps:

- (1) PLEASE READ AND SIGN THE ATTACHED "ACCESS AGREEMENT."
- (2) PLACE THE SIGNED ACCESS AGREEMENT IN THE ENCLOSED POSTAGE PAID ENVELOPE ADDRESSED TO EPA'S CONTRACTOR, MORRISON KNUDSEN, AND DROP IT IN THE MAIL.

You don't need to be home when the samples are collected but if you would like to be, we will attempt to schedule sampling when you are there. If you are renting the property, please ask the owner to sign the agreement. Soil samples will be sent to a laboratory for testing. This work may take up to three months. When they are available, EPA will mail individual results to each property owner.

If you have questions about this study, please don't hesitate to call Pat Courtney at (303) 312-6631, or Ted Fellman at (303) 312-6119. Thank you very much for your cooperation.

Sincerely,

Bonnie Lavelle  
Remedial Project Manager

enclosure



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 8  
999 18th STREET - SUITE 500  
DENVER, COLORADO 80202-2466

## ACCESS AGREEMENT

**PROPERTY ADDRESS:**

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**Mailing Address (If Different than Property Address):**

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I will allow Environmental Protection Agency (EPA) staff and EPA's authorized representatives to have access to my property identified above for the purpose of collecting soil samples. I understand that this service is provided at no cost to me.

I understand that this soil testing is part of an investigation of possible metals contamination in soils in the north Denver area. EPA is conducting this investigation as part of its responsibilities under the Comprehensive Environmental Response, Compensation and Liability Act, a law also referred to as "Superfund".

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

Please check the following if applicable:

☐ I would like EPA to provide me with a portion of the sample, called a "split sample," that I may have analyzed at my own expense.

If you have any questions, please contact Ted Fellman at (303) 312-6119, or Marta Valentine from the Morrison Knudsen Corporation (EPA's contractor) at (303) 948-4693.

**Your Comments:**

**PLEASE SIGN AND RETURN THIS ACCESS AGREEMENT TO OUR CONTRACTOR IN THE ENCLOSED PREPAID ENVELOPE.** Soil sampling will take about 1 hour. The owner or resident need not be present. If you would like to be notified when we plan to sample your property, please state so in the Comments section and provide your phone number. Also, pet owners are asked to provide a phone number so that if necessary we may schedule the sampling at a time when the pet will be indoors or restrained. Thank you for participating in this important study of your neighborhood.

**NOTE:** If you are not the current property owner, and you are not a renter who wishes to forward this request to the owner, please state so in the Comments section and return this agreement unsigned.



C.E.S.C Neighborhood Coalition  
Clayton, Elyria, Swansea, & Cole

June 1, 1999

Dear Neighbor:

Greetings. C.E.S.C. Neighborhood Coalition is a group of concerned residents from the Clayton, Elyria, Swansea and Cole who have joined together because of the current serious environmental issues facing our community. After doing some soil testing last summer, the Environmental Protection Agency (EPA) found that many homes contained high amounts of toxic heavy metals in their soils. For the last six months to a year the C.E.S.C Neighborhood Coalition has been working with the EPA to make certain community concerns are heard and are included in decisions that are made.

Enclosed you will find a request from the Environmental Protection Agency (EPA) who will do more soil testing this summer. Many homes did not get tested last summer, in fact, only 15% – 18% of the homes in Clayton and Cole were tested. **We strongly encourage our neighbors to have their soil tested.** This testing is free to property owners and will tell if there is any soil contamination in your lawn or garden. The EPA will provide you with a letter explaining the testing results and public meetings will be held in the community to further explain what results mean. **Please sign the Access Agreement and return it to the EPA as soon as possible.**

Your participation in this soil testing will help give a better picture of how far the toxic metals contamination may have spread and what action can be taken to have it cleaned up. If you have questions you may call your neighborhood representative listed below, or the EPA representative. Also, if you are interested in attending our Coalition meetings or getting involved, please call for our next meeting time and date.

In Peace,

Anthony Thomas  
Clayton Resident  
303-399-1379

Joan Hooker  
Clayton Resident  
303-322-0920

Sandy Douglas  
Cole Resident  
303-297-8653

Michael Maes  
Swansea Resident  
303-292-3203

Lorraine Granado  
Swansea Resident  
303-292-3203